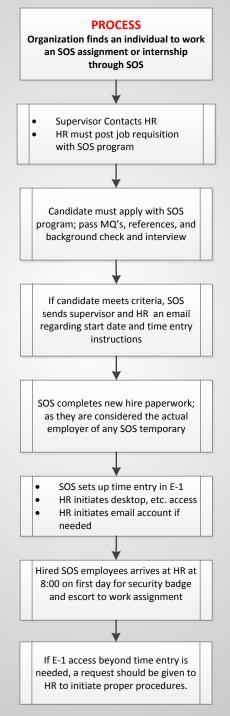
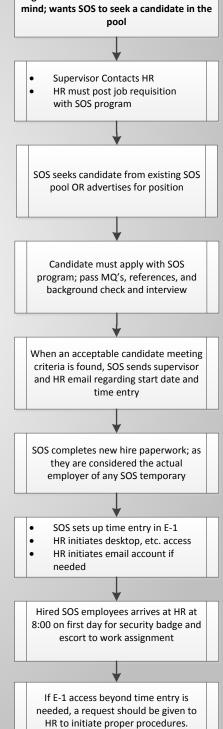


JOB AID-Hiring an SOS Temporary Employee

- AS-Human Resources is the first point of contact and the liaison between the organization (supervisor) and the SOS program staff.
- The supervisor should contact the <u>Human Resources</u> <u>Recruitment Coordinator</u> (Karen Gray) in the following scenarios:
- When an SOS employee/intern is needed.
- When there is a performance problem with an SOS employee.
- When an SOS assignment needs to end early.
- When an SOS assignment needs to be extended.





PROCESS

Organization does not have an individual in